



WORKING FOR A PRIVATE EMPLOYER AFTER WORKING AT THE CITY

Applying for a job with a private company?
If this is you, keep these 5 simple tips in mind.



- 1. One year cooling-off period.** City ethics laws limit the type of work you can do for one year after leaving your city job so that your new employer doesn't get special treatment because of your former position. The one year cooling-off period applies to full-time and part-time city officers and employees and members of city boards and commissions.
- 2. Secret information.** Keep secret (confidential) information to yourself even after you leave your city job. If you share secret city information with someone, you may give yourself or someone else an unfair advantage.
- 3. No pay from a private employer for your prior city work for one year.** It's your responsibility to tell your employer that you can't work on a matter that you worked on while at your city job for one year after leaving your city job. Also, your private employer can't pay you to work on something if you know secret information about it.

There are 2 exceptions. You can work on the matter and be paid by your private employer if:

Exception #1. You didn't work on it while working for the city, don't know any secret information about it, and file a sworn statement in writing (affidavit form) with the city agency you'll be working with. Find this form on our website: <https://www.honolulu.gov/rep/site/ethics/Affidavit.pdf>

Exception #2. The matter is routine, clerical, or administrative and doesn't involve any special decisions.

- 4. Okay to be a paid city consultant.** If the City hires you directly as a consultant, you can work on a matter even if you worked on the same matter while working for the city and have secret information about it. Also, you can appear on any matter before any city agency. "Appear" includes in-person and virtual meetings, telephone calls, letters, and emails.
- 5. No negotiating for a job with a private employer while reviewing, licensing, or permitting their work.** Your future job is a financial interest so negotiating for a job while you work on your future employer's city applications, permits, and other matters is a conflict of interest.

Still have questions?

Contact the Ethics Commission for specific guidance on city ethics laws:
p: 768-9242 w: [honolulu.gov/ethics](https://www.honolulu.gov/ethics) e: ethics@honolulu.gov